

17 December 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM :   
Director of Personnel

SUBJECT : Retirement Award Review -

25X1

25X1

1. The individual identified above has formally indicated an intention to retire on 31 December 1982. It is requested that you initiate a review to determine if a career award recommendation consistent with HR 20-37 is in order. There may not be sufficient time to complete a review prior to retirement; however, the individual's service should receive full consideration and, if appropriate, an award recommendation submitted as soon as possible. Timeliness is of utmost importance in these awards.

2. Appropriate retirement recognition may be given in a variety of ways. One effective method to personalize this significant time is to meet with the retiree on the last day of employment to express our gratitude for past services and to extend good wishes for the future.

25X1

17 September 1981

MEMORANDUM FOR: Director, Domestic Personnel Information Service

FROM : [REDACTED]  
Director of Personnel

25X1

SUBJECT : Retirement Award Review [REDACTED]

25X1

1. The individual identified above has formally indicated an intention to retire on 31 December 1982. It is requested that you initiate a review to determine if a career award recommendation consistent with HR 20-37 is in order. There may not be sufficient time to complete a review prior to retirement; however, the individual's service should receive full consideration and, if appropriate, an award recommendation submitted as soon as possible. Timeliness is of utmost importance in these awards.

2. Appropriate retirement recognition may be given in a variety of ways. One effective method to personalize this significant time is to meet with the retiree on the last day of employment to express our gratitude for past services and to extend good wishes for the future.

25X1